

Wednesday, January 15, 2003

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Malcolm M. Lucas Board Room
Third Floor
455 Golden Gate Avenue
San Francisco, CA 94102**

**Wednesday, January 15, 2003
1:00 p.m. to 5:30 p.m.**

**AGENDA
THIS AGENDA IS SUBJECT TO CHANGE**

(Items Not Completed on This Day Will Carry Over to the Next Day)

Tab	Time	Item	Action Required	Presenter/Facilitator
	1:00 – 1:15 p.m.	Opening Remarks	❖ None	Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	1:15 – 1:45 p.m.	Public Comment	❖ None	Presiding Justice James A. Ardaiz
	1:45 – 2:30 p.m.	Report on the Meeting with Some Task Force Members to Discuss the Chief Justice’s Remarks Concerning Transcript Ownership and Electronic Recording Impact of the State’s Fiscal Crisis Upon the Task Force’s Work	❖ Discussion Concerning the Meeting and Budget Crises	Presiding Justice James A. Ardaiz

Wednesday, January 15, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
1	2:30 – 3:00 p.m.	Task Force Status Review	❖ Discussion Concerning the Work Accomplished and Still to be Done in Relation to the Charge	Presiding Justice James A. Ardaiz
	3:00 – 3:15 p.m.	Break		
2 A-G	3:15 – 4:55 p.m.	Differentiation of the Transcript Format <ul style="list-style-type: none"> • Flip Chart Notes from October 2002 Meeting Regarding Transcript Uniformity (Tab 2-A) • Flip Chart Notes from December 2002 Meeting Regarding Transcript Format (Tab 2-B) • List of Physical Transcript Format Specifics (Tab 2-C) • Format by the Superior Court of Riverside County (Tab 2-D) • Format by the Superior Court of Los Angeles County (Tab 2-E) • Format by the Superior Court of Orange County (Tab 2-F) • Transcript Excerpt with Varying Fonts, Font Sizes, etc. (Tab 2-G) 	❖ Task Force Members to Continue Review and Discussion of the Transcript Format	Ms. Sharon Maher
3	4:55 – 5:00 p.m.	Draft Minutes	❖ Discussion and Approval of Draft December Meeting Minutes	Presiding Justice James A. Ardaiz

Wednesday, January 15, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
4	5:00 – 5:15 p.m.	Web site Correspondence to the Task Force www.courtinfo.ca.gov/courtadmin/jc/ advisorycommittees.htm	❖ Discussion and Review of Any Correspondence	Presiding Justice James A. Ardaiz
	5:15 – 5:30 p.m.	Other Business/Adjournment	❖ None	Presiding Justice James A. Ardaiz

Thursday, January 16, 2003

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Malcolm M. Lucas Board Room
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455 Golden Gate Avenue
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**Thursday, January 16, 2003
8:30 a.m. to 5:30 p.m.**

**AGENDA
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(Items Not Completed on this Day Will Carry Over to the Next Day)

Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discussion to Summarize the Previous Day's Discussion	Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	Public Comment	❖ None	Presiding Justice James A. Ardaiz
1	9:15 – 5:30 p.m.	Presentations by Vendors of Stenographic Court Reporting Hardware and Software <ul style="list-style-type: none">▪ Stenograph, L.L.C. (Tab 1-A)▪ Cheetah, Intl. (Tab 1-B)▪ LiveNote (Tab 1-C) Catered Lunch	❖ Task Force Members to Observe Vendor Presentations with Question and Answer Sessions	Presiding Justice James A. Ardaiz
	5:30 p.m.	Adjournment	❖ None	Presiding Justice James A. Ardaiz

Thursday, January 16, 2003

Friday, January 17, 2003

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Malcolm M. Lucas Board Room
Third Floor
455 Golden Gate Avenue
San Francisco, CA 94102**

**Friday, January 17, 2003
8:30 a.m. to 12:30 p.m.**

**AGENDA
THIS AGENDA IS SUBJECT TO CHANGE**

Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discussion to Summarize the Previous Day's Discussion	Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	Public Comment	❖ None	Presiding Justice James A. Ardaiz
	9:15 – 12:00 a.m.	Materials and Tools Used for Production of the Record Break	❖ Task Force Members to Discuss the Materials and Tools Needed to Produce the Record	Ms. Sharon Maher, Facilitator
	12:00 – 12:30 p.m.	Accomplishments of the Task Force to Date and Future Direction	❖ Discussion	Presiding Justice James A. Ardaiz
	12:30 p.m.	Adjournment	❖ None	Presiding Justice James A. Ardaiz